

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000**

IN REPLY REFER TO
BUPERSINST 12000.12C
Pers-01GG
08 NOV 1994

BUPERS INSTRUCTION 12000.12C

From: Chief of Naval Personnel

Subj: HIGH-LEVEL CIVILIAN POSITION MANAGEMENT REVIEW BOARD

Ref: (a) BUPERSINST 12510.2A

1. Purpose. To update policy and procedures for establishing and filling high-level civilian positions within the Chief of Naval Personnel (CHAVPERS) claimancy. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 12000.12B

3. Definitions

a. High-level positions are those proposed for or evaluated at grades GS-13, GS-14 and GS-15.

b. Supergrade positions are those positions (non-SES) proposed for classification at grades 16, 17, and 18. Supergrade positions are subject to provisions of this instruction as well as other rules, regulations, and procedures imposed by higher authority.

c. Senior Executive service (SES) positions are those managerial positions (non-supergrade) classifiable above the grade 15 level. Positions proposed for the SES are subject to managerial policy expressed in this instruction as well as other rules, regulations and procedures imposed by higher authority.

d. The "claimancy" is defined as all shore activities under the command of CHNAVPERs as delegated by the Chief of Naval Operations (CNO) and listed in the Standard Navy Distribution List (SNDL) Part II, Section II. Navy Recruiting Command (COMNAVCRUITCOM) is a subclaimant.

e. "Requesting officials," as used in this instruction, are the BUPERS department directors and special assistants, heads of BUPERS field activities, and commanders of subclaimancies.

4. Background.

a. CNP is designed to manage high-level civilian positions for the claimancy. For this purpose, DCNP is delegated high-level position control for the claimancy.

b. While commanders and heads of activities have been delegated authority to classify positions according to their approved "Managing to Payroll" implementation plans, high-level positions are a critical resource throughout the claimancy and will be managed accordingly. DCNP is responsible for ensuring that only the most critical high-level positions are established. To carry out this responsibility DCNP established the High-level Review Board (HLRB).

5. Policy

a. High-level positions are a claimancy-wide resource and their ceiling authorizations are not to be regarded as belonging to individual subclaimants or activities within the claimancy. Through the recommendations of the HLRB, DCNP exercises the claimancy authority to establish high-level positions when they fulfill the most essential requirement based on priority of need.

b. A high-level position may not be established without DCNP's approval. Positions awaiting authorization have no claim to seniority in the HLRB's priority ranking system.

c. A proposed high-level position must meet the following conditions to qualify for HLRB consideration.

(1) The position must warrant classification at grade level GS-13 or above.

(2) The position must pass preliminary position management screening.

d. When a DCNP approved high-level position (encumbered or vacant) is rewritten or affected by an organization or supervisory change, the position must be submitted to the HLRB for review.

e. COMNAVCRUITCOM, BUPERS ACNPs, Staff Office Directors, Special Assistants, and heads of all field activities under BUPERS, are authorized to refill approved high-level positions which have been vacant for less than 1 year without resubmitting such vacancies to the HLRB provided that no position description rewrite, or organizational, or supervisory changes are involved.

6. High-level Review Board. The HLRB is responsible for controlling the establishment of all high-level positions for the claimancy. The HLRB will:

a. Meet quarterly, or as frequently as requirements dictate, to consider high-level position proposals from the headquarters viewpoint of total claimant needs and priorities, and to ensure

optimum use of resources. A quorum of four is necessary both to meet and to act.

b. Call upon requesting officials to present justification arguments, if necessary.

c. Act as the final position management review authority and recommend approval or disapproval of presented positions to DCNP.

d. Annually review authorized positions.

7. Board Membership. Members of the HLRP are:

a. Executive Assistant, DCNP (chairperson)

b. Inspector General/Director, Administrative Office

c. Director, Quality Improvement Office

d. Director/Comptroller Resources Management Office

e. Deputy Director, Administrative Office

f. Special Assistant for Civilian Personnel Programs
(advisor and recorder).

8. Procedures

a. Requesting officials will submit requests to the HLRB via the Director, Administrative Office (Pers-01). Requests must include:

(1) The original and six copies of the proposed position description.

(2) Original and six copies of the written classification advisory prepared by the servicing Human Resources Office (HRO).

(3) Seven copies of the current organization chart and organization functional statements, as approved by DCNP.

(4) Seven copies of the current manpower listing.

(5) Original and six copies of NAVPERS 5310/1, Request for Establishing a High-level Civilian Position.

(6) A memo from the requesting official prioritizing multiple submissions in their desired order for establishment.

b. Proposed GS-13 through 15 positions must be submitted with a written classification advisory from the servicing HRO.

If the proposed position meets position management and position classification standards, the position will be considered by the HLRB. If not, Pers-01 will return the position description and supporting documentation to the requesting official with appropriate comments.

c. The HLRB will review, rank, and recommend approval or disapproval of positions to the DCNP.

d. Pers-01 will forward positions approved by DCNP to the cognizant activity for classification of the position according to their approved "Managing to Payroll" implementation plan. Pers-01 will return positions not approved to the requesting officials with the HRLB's recommendations (e.g., restructuring to a lower grade, combining organizational units to limit the need for supervisory positions, etc.).

e. Requesting officials may supplement required documentation provided to the HLRB.

f. Requesting officials may withdraw a request from HLRB consideration at any time.

9. Reporting Requirements. Addressees are required to report to the Director, Administrative Office (Pers-01) any changes in high-level incumbencies as they occur.

10. Implications of HLRB Actions and Reorganizations. Proposals for organizational changes which depend on the establishment of, or have implications for, additional high-level positions must document the requesting official's awareness that the final outcome of the organizational change hinges on the HLRB's recommendation and DCNP's approval of the high-level positions.

11. Action. Addressees will comply with the policy and procedures for establishing high-level positions as delineated in this instruction.

12. Forms Availability. NAVPERS 5310/1 (Rev. 7-93), Request for Establishing a High-Level Civilian Position, may be obtained from the Bureau of Naval Personnel (Pers-01GG), Washington, DC 20370-5010.

Distribution:

SN DL FJ (Shore Activities under the Command of CHNAVPERS as
delegated by the CNO) (less FJB2, FJB3, FJB4, FJB5,
FJC3)

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